



EXAMINATIONS EMERGENCY EVACUATION PROCEDURES

In the event of a fire alarm, the following procedures apply:

- Remain **SILENT**.
- Stop writing; put down your pens and pay close attention to the invigilators who will give you instructions on what to do next.
- Remain calm, leave your belongings and papers on your desk and leave by the nearest fire exit **when instructed to do so**. Remain **SILENT**.
- **UNDER NO CIRCUMSTANCES** talk to another student. It is a breach of regulations and could mean disqualification from your examination.
- **UNDER NO CIRCUMSTANCES** take your mobile phone or other electronic device with you. This will be a breach of examination board regulations and you will risk being disqualified from the examination.
- An invigilator will lead you to the assembly point where a register will be taken.
- You will be kept separate from all other students and will not be permitted to go and join your form groups.
- Once it is clear to re-enter the exam room you will be given back any time you have missed to complete your exam.
- **Any student that does not remain SILENT during this process will be reported to the exam board and will be at risk of being disqualified from the examination.**
- **Any student who does not remain with the other candidates, and mixes with students not in the exam, will not be permitted to re-enter the exam room.**